



# Department of Managed Health Care

## JOB OPPORTUNITY

Arnold Schwarzenegger, Governor

Sunne Wright McPeak, Agency Secretary

Release Date: September 07, 2006

**CLASSIFICATION:** Associate Governmental Program Analyst (will consider SSA for recruitment purposes)  
1 Position – Permanent, Full-Time

**FINAL FILE DATE:** Until filled

**SALARY:** \$4,111 - \$4,997

**LOCATION:** Office of the Patient Advocate, 980 - 9<sup>th</sup> Street, Suite 500, Sacramento, CA 95814

**DUTIES AND RESPONSIBILITIES:** Under the direction of the Deputy Director, the incumbent will be responsible for analyzing and monitoring the Office of the Patient Advocate's (OPA) Personal Services and Operating Expenses and Equipment Budgets including the development of budget change proposals and finance letters as appropriate. Other duties and responsibilities include:

- Contract manager; preparing and reviewing contract requests, amendments to contracts, maintaining the contracts tracking database; and working closely with Department of Managed Health Care (DMHC) contract staff and contractors.
- OPA's liaison with DMHC offices (e.g. administrative, accounting, fiscal and contracts) and with Business, Transportation and Housing Agency (BT&H).
- Symposium Coordinator for OPA's annual HMO Consumer Advocacy Symposium.
- Responsible for creating OPA weekly reports and other necessary administrative reports to be provided to OPA management, executive level of DMHC, and/or to BTH when needed/requested by the Legislature, Department of Finance and other control agencies.

**DESIRABLE QUALIFICATIONS:**

Ability to:

- Develop scopes of work and other contract related documents, and process and track invoices
- Perform accounting procedures and follow processes
- Organize and establish workload priorities simultaneously; work well under pressure and meet deadlines
- Exercise a high degree of initiative, flexibility and confidentiality
- Work independently, as well as cooperatively and effectively with others at all staff levels
- Effectively communicate well, both orally and in writing
- Follow oral and written instructions
- Be dependable & punctual with an excellent attendance record
- Reason well, use good judgment, and communicate well with members of the public
- Utilize modern office procedures and equipment to include Microsoft Outlook, Word, Excel, and PowerPoint

**WHO MAY APPLY:** State employees who are currently in the above classification, have list eligibility for appointment, or have transfer eligibility is encouraged to apply. Appointment is subject to SROA. **ONLY THOSE BEST QUALIFIED WILL BE INTERVIEWED.** For further information regarding the position, please contact Ed Mendoza at (916) 324-6407. **SEND A COMPLETED APPLICATION/RESUME TO THE PERSON AND ADDRESS PROVIDED BELOW** (please include your social security number for eligibility verification and write in **RPA# 06-102** on the job title line).

**SUBMIT APPLICATION AND/OR RESUME TO:**

Office of the Patient Advocate  
Attention: Ed Mendoza  
980 9<sup>th</sup> Street, Suite 500  
Sacramento, CA 95814

California Relay Service: Voice Line: 1-800-735-2922  
TDD User: 1-800-735-2929

**RPA#06-102**

AN EQUAL OPPORTUNITY EMPLOYER – EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, AGE, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, OR SEXUAL ORIENTATION.